

12 July 1963

REWRITING AND RETYPING

1. Most officials who review or sign correspondence want it to be as near perfect as possible. This pursuit of perfection can be carried to impractical extremes.
2. The fact that much rewriting and retyping could be eliminated does not imply that our correspondence standards should be lowered. It does suggest that a piece of correspondence or memorandum should be judged for adequacy on the basis of common sense rather than on trivialities or personal preferences. That being so, there is a point where improved results are too minute to justify spending more time in rewriting and retyping.
3. The rewriting dilemma can be eased if reviewers and signers ask themselves, "Is the nature of the correspondence such that it must be retyped until no further improvement appears possible?" By limiting rewrites you will save a great amount of time and stationery.

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